2012 IIF Q3 Proactive Plan

Task	TO DO/ contacts/ Materials	week of 6/4	week of 6/11	week of 6/18	week of 6/25	week of 7/2	week of 7/9	week of 7/16	week of 7/23
Frame Up / Ground work									
Finalize Plan with IIFLT and Richmond Leadership Team	Letter from Jay Peterson/ IIFLT	▓							
Discuss synergy with TAP ROOT investigation team - with Lessons Learned Sharing ... What were the findings, how can we leverage the findings with activity? What is the timing?	Ongoing with Investigation Team/ Meaghan?	▓							
Q3 - Manager/ Supervisor Announcement - Cascade the purpose of the Q3 Proactive Plan is to ... Raise awareness, reinfoce BPRO objectives,	email from the IIFLT			▓					
Q3 - Refinery Wide Announcement	email from the IIFLT				▓				
Develop and Order - All Banner/ Image Materials (Multiple sized banners and location selections)	Tina Toriello, Comm. Team	▓							
Make updates to the Near Loss Card - with Stop Work Authority designation	Contacted Monica Branham/ Nicole Mendoza for update, 5/ 23								
Refinery Significant HES Opportunities									
SRU Shutdown									
Contractors Safety Forum									
RI Updates for 9920, 341, 395 (confined Space, work permitting, FRMS)									
Operational Discipline Coaching and Plan - High risk Opportunities									
Enagement Activities									
Remove all old banner materials from All Locations (Admin. Assistants)			▓						
Post all new Banner Material						▓			
Activity - Supporting the TAP Root Investiongation - Action Requested? Fill out a green card? Safety Suggestion or Other? Or Fatality Prevention? (VIDEO)							▓		
Banner/ Image - Is Everyone Accounted for...?							▓		
Banner/ Image - Friends... Too Precious to Lose. (IIF Champions?)									
Banner / Image enlarged green card - What we discovered from Activity --- Here are some of our "Near Loss Cards"									
IIF Commitment Workshop - June 26 & 27 - (Target areas - OD, CP)					▓		▓		
IIF CWS follow up? Send follow up Letter response? OD support, Every Task, the right way, Every time ... EERM?									
Employee Picnic scheduled for August - reinforce Off the job/ family safety, Operational Discipline? Calendar drawing contest.									
Pulse Survey - SWA, OD,									
BPRO - Follow up sessions	Request for Aug/ Sept.								
Astronaught Mike Mullane - Normalization of Deviation	Request for Aug/ Sept.								
Fatality Prevention Discussion - TBD - could be with BPRO discussion?									
Synergy with OD Coaching Plan?									
Any follow through activities									
Materials Delivered confirmed									
Update IIFLT Website with activities and files									
What's New									
Supervisor - Discussion Leader Delivery									
Banner Materials Posted at Locations: TBD									
Locations for banners									

1. Main Gate
2. T/C lobby
3. Gate 91 Turn Style
4. Gas Pump
5. Marina Way
6. Parking Lot #19
7. Hensley Gate

Indoor Locations for banners, image

Location	Count
Indoor 1 - Machine Shop	1
Indoor 2 - Boiler Shop	1
Indoor 3 - CTR	1
Indoor 4 - Tally	1
Indoor 5 - Marina Way	2
Indoor 6 - Cafeteria	2
Indoor 7 - CNT MNT	2
Indoor 9 - Hydro/ Cracking Maintenance break room	1
10 - Outdoor - 214 Main Street, outside	1
18 - Cracking	1
19 - D&R	2
20. GMG	1
21. RACKS - Cracking	1
22. EOD	1
23. Haz Waste	1
24. Hydro	3
25. Cogen	1
26. Hensley - training for	1
Cracking Offices	2
TC	3
Admin	2
Fitness Center -	1
136 Main	1
Fire house	1
Wharf	1
B&S	2
Gate 91	1